

**MEETING OF THE
WALES / GENESEE JOINT FIRE BOARD
SEPTEMBER 13, 2016**

President Carl Millard called the meeting to order at 7:01P.M. Public meeting notice was verified. Agenda was faxed to the Index, Waukesha Freeman, and the Milwaukee Journal Sentinel and was posted at the Village of Wales and the Town of Genesee.

ROLL CALL

Carl Millard, Irene Ridgeman, Brian Runde and Tom Hardin were present. Also present was Chief Jim Moon, Judy Runde, Pattie Reda and Brian Anderson. Absent was Dave Kilpatrick and Jerry Kluessendorf.

2015 AUDIT

Pattie Reda from Reilly, Pennor and Benton presented the 2015 audit. In the audit are some new rules from GASB68. The amount of money that is deposited into the Wisconsin Department Retirement System will be a liability on the books from now on. Discussion regarding the Fund Policy. Pattie gave the Fire Board a sample of a Fund Policy. Unassigned Fund is money that is remaining from the budget money. A common practice is to have 15%-30% remaining. Restricted funds are funds that someone may have donated and has stated they would like it spent for a particular item. Assigned funds are funds that maybe remaining at the end of the year and can be spent on a non-budgeted item by approval from the Fire Board and recorded in the minutes. Also with the assigned funds there should be some type of quote that list the amount for the purchase. The auditor also requested a fixed asset policy. This policy should state that when certain items are purchased over an amount they should be capitalized. Pattie suggested to use the amount of \$5000.00. During the audit Pattie found some ambulance runs were not correctly submitted for billing. She suggested there should be some type of procedure in place to check them over. Chief Moon will look into this.

MINUTES

Tom Hardin made a motion to approve the August 9, 2016 meeting minutes. Brian Runde seconded the motion and it was carried unanimously.

CHIEF'S REPORT

Received the August 2016 Fire/EMS Monthly report- Total calls for August -43.
Total runs year to date-350.

Chief Moon will let Carl Millard know when a fire department member leaves the department so Carl Millard and Irene Ridgeman can conduct the exit interview.

Received the following policies from Chief Moon:

Driver Training Policy, Driver's License Records Policy and Door Room Usage Policy.

Further discussion will be done at next month's meeting regarding the Driver's License Records Policy. New engine has a recall administrated by Pierce. Chief Moon will handle this matter. Chief Moon reviewed his performance list, he still needs to review the job description for the Administrative Assistant/EMT/Firefighter position.

Chief moon will discuss with the fire department members that from now on paid on call payment will not be available until a month after the quarter ends.

VOUCHERS

Tom Hardin made a motion to approve the vouchers in the amount of \$26,215.10. Irene Ridgeman seconded the motion and it was carried unanimously.

LIFEQUEST

Received \$13,784.23 from ambulance billing for the month of August. Fire Board members received a 2015 annual report from Life Quest.

Dean Pipito from the Aquatic business in Wales was very pleased with the performance of the Wales Genesee Fire Department during the fire at his business.

Next meeting date is Tuesday October 4, 2016.

Irene Ridgeman made a motion to adjourn the meeting at 8:58p.m. Tom Hardin seconded the motion and it was carried unanimously.

Submitted by:

Judy Runde
Secretary/Treasurer

